



Safeguarding Policy 31st May 2024

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Signed by as approved by the President of the British Dance Council, Christopher Hawkins on behalf of the British Dance Council Board of Directors.

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Glossary of terms used in this policy document

BDC – British Dance Council

LADO – Local Authority Designated Officer

DSO – Designated Safeguarding Officer

DSL – Designated Safeguarding Lead

NSPCC – National Society for the Prevention of Cruelty to Children

CPSU – Child Protection in Sport Unit (part of the NSPCC)

DBS – Disclosure and Barring Service

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1. Introduction

The British Dance Council is accepted as the regulatory body for all matters pertaining to all forms of Ballroom, Latin American, Sequence and Freestyle dancing throughout England, Scotland, Wales, Northern Ireland and Channel Islands.

One of the main functions of the Council is to formulate and administer the rules for competition dancing. All recognised competitions in Great Britain are governed by these rules. The BDC also grants championship status to many dance events each year. It grants the right for individuals or organisations to run dance championships either open to the world, or restricted to Great Britain and Northern Ireland in Professional Ballroom, Latin American, Classical Sequence (Old Time and Modern), including corresponding amateur events, covering various age groups.

This policy and procedure applies to all the British Dance Councils (BDC) licensed or regulated activities in the UK and internationally and assumes that all directors, staff members, corporate members and licence holders will potentially come into contact with children and young people. This further extends to adults at risk. The document describes some processes that are applicable in the UK and, in particular, in England and Wales; however, it is the responsibility of all BDC licence holders and corporate members, wherever in the world they practice, to observe the requirements of this policy and procedure within the context of the legislation and regulation that applies to safeguarding in their country or territory.

The policy follows guidance from the from the Social Care Institute for Excellence, the Child Protection in Sport Unit, the NSPCC, and the Ann Craft Trust. Public helplines are available from the NSPCC Childline, and Ann Craft Trust.

All BDC directors, staff, contractors and volunteers are responsible for implementing this policy and procedure, for promoting wellbeing, and for remaining alert to observing safeguarding issues, and for reporting them.

The term “parent / carer” is used in this document to describe any adult who has decision making responsibility for a child.

This policy should be read alongside our organisational policies, procedures, guidance and other related documents which can be found on our website.

<https://www.britishdancecouncil.com/policies/>

2. Policy

The BDC is committed to promoting the wellbeing of all who interact with us, e.g. our corporate members, licence holders, our own staff, specialist contractors and volunteers. We recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, online abuse and neglect.

The requirements described in this policy document apply to all of our directors, corporate member representatives, licence holders, staff and specialist contractors.

(Note - We recognise that some of our corporate members will have their own safeguarding policies which some of our license holders are required to abide by also).

The BDC's 'Professional Code of Conduct' states that license holders should comply with all the published policies of the BDC. While the BDC is not directly responsible for the conduct of its corporate members and/or licence holders, it will exercise its responsibility, where necessary, for obtaining evidence from its corporate members and licence holders which verifies that the requirements described in this policy document are met.

We will respond to questions about role suitability that arise during recruitment, and to those that arise once the person is in their role, and we will seek to induct and educate all directors/employees, corporate members and licence holders in safeguarding and related policies and procedures and good practice.

In all relevant legislation, a child is any person whose age has not reached 18 years.

A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection

The relevant legislation upon which this policy is based is The Children Act 1989, The Children Act 2004, Children and Social Work Act 2014 and The Department for Education 'Working Together to Safeguard Children' 2023.

The BDC has adopted the procedures set out in this document in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The BDC undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures.
- Provide on-going safeguarding training for all relevant staff, corporate members, license holders, contractors and volunteers, and regularly review its operational guidelines.
- Support its Designated Safeguarding Officer (DSO) in their work and in any action they may need to take to protect children and adults at risk.

3. Risks

It is the BDC's policy to promote wellbeing. Its recruitment, licensing, selection and training practices are designed to prevent any safeguarding issues arising in its activities. Nevertheless, the BDC is aware that its directors, licence holders, staff, contractors, and volunteers may encounter safeguarding issues during the course of their work. The degree of risk can differ dependant on the relevant persons duties or responsibilities. For example, a scrutineer at an organised event will be unlikely to be left alone with a child or young person whereby an event organiser has the responsibility of safeguarding measures being in place for the whole event.

It is important for each and every license holder to consider what their risks are and ensure control measures are in place to minimise the potential of harm to a child or young person.

All corporate members are therefore advised to complete a thorough risk assessment prior to an event taking place highlighting the potential risks, the classification of each risk and the control measures put in place to prevent abuse from happening.

4. Safeguarding Children

Children have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”¹

The BDC recognises that the welfare of children is of paramount importance. We have a responsibility to protect and safeguard the welfare of all children and young people we work with and have an explicit duty to do so under the Children Act 1989 and 2004 and the Education Act 2002.

For the avoidance of doubt, a child or young person is defined as any person who has not yet reached the age of 18.

We will do this by:

- Ensuring that all BDC Directors, and specifically those who are members of the safeguarding committee, have received appropriate professional safeguarding awareness training which reflects their role and can act on concerns raised appropriately.
- Identifying and responding to concerns about a child or young person swiftly and appropriately.
- Providing a safe and happy dance environment at all our licensed or regulated events by making all necessary local authority BOPA applications, using effective risk assessments, and following our Health and Safety, Safeguarding and Equity, Diversity and Inclusion policies.
- Supporting child development through the development of carefully created rules and regulations.
- Supporting parents, carers, children and young people to communicate freely with us, supporting their communication methods, and providing time and space to talk whenever they need it.
- Fostering an environment of trust and building appropriate professional relationships with our own licence holders and corporate members.
- Sharing information as appropriate (and within a legal framework), with other dance associations, corporate members, the police and children’s social care / local authority designated officers (LADO) as appropriate.
- Providing clear pathways for raising a concern for parents and carers or any of our licence holders.
- Ensuring that at all our licensed events, or those run by promoters under a licence issued by the BDC, children, families and professionals are aware of safeguarding measures and reporting processes that are in place. It is expected that all promoters will be up to date in their safeguarding responsibilities at the time an application to run a licensed event is received.
- Providing information, advice and guidance for licence holders on raising a safeguarding concern and information on where to access appropriate professional training.
- Raising awareness of safeguarding through our social media platforms and website.

¹ United Nations Convention on the Rights of a Child

- Following our other associated safeguarding policies such as the Information Technology policy and Complaints policy and procedure.
- Ensuring that all licence holders are aware of safeguarding training and that all licence holders recognise where there is a need to undertake safeguarding training and ensure this is kept in date and to have a DBS check.

5. Safeguarding Adults at risk.

An adult at risk is defined as being a person over the age of 18 who has needs for care and/or support (whether or not the local authority is meeting any of those needs); and is experiencing, or is at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect (<https://www.anncrafttrust.org/resources/safeguarding-adults-at-risk-definitions/>).

Safeguarding adults at risk supports their “right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted, including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.”

All adult safeguarding work should be underpinned by an ethos of empowerment, prevention, proportionality, protection, partnership and accountability. The Care Act 2014 sets out a duty for any adult who:

- has care and support needs (whether or not these are known to the local authority where they reside).
- is experiencing or is at risk of experiencing abuse or neglect and;
- is unable to protect themselves due to their care and support needs.

Our duty to safeguard adults at risk means that we must:

- Stop abuse and neglect where possible.
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- Safeguard adults at risk in a way that supports them in making choices and having control about how they want to live.
- Promote an approach that concentrates on improving life for the adults concerned.
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect.
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-

being of an adult and;

- Address what has caused the abuse or neglect.

Any safeguarding action should be person led and outcome focused. We should help the individual to receive the kind of help and support that is right for them.

6. Procedure

6.1 Roles and Responsibilities

The BDC's safeguarding committee has overall responsibility for safeguarding children, young people and vulnerable adults at risk. The Council has appointed one of its directors as 'Chair' of the committee. The BDC has also appointed a Designated Safeguarding Officer (DSO), who is not a BDC director, works independently from the BDC but reports back regularly to the safeguarding committee.

The role of the DSO will be to receive concerns, assess the information provided and as soon as practicable report back to the safeguarding committee for oversight of any immediate decisions made. The DSO will also assess which organisation is best placed to deal when a concern is reported and will manage any conflict of interest in their role². The DSO will also be responsible for making referrals to the relevant investigation agencies.

The safeguarding committee will provide an update of current cases to the Board of Directors at each quarterly meeting respecting the need for confidentiality where that exists. Overall oversight in terms of the DSO role will belong to the President/Vice President and safeguarding committee, unless a concern is raised which involves the President/Vice President, in which case the Chair of the Safeguarding Committee will be responsible for oversight. Throughout the process the 'need to know' principle will apply at all times.

The BDC safeguarding committee is responsible for putting into effect required safeguarding policies and procedures, including monitoring membership adherence to DBS requirements.

All BDC staff, licence holders, volunteers and specialist contractors have a responsibility never to subject an individual child or adult (or groups of children or adults) to any form of harm or abuse.

6.2 Disclosure and Barring Service

The BDC requires its Directors, staff and all licence holders, who work with, or are likely to work with children and young people to obtain an enhanced Disclosure and Barring Service (DBS) check with a children's barred list check and to renew the check every three years. The BDC provides the facility for members to obtain a DBS check through a registered umbrella body DDC (Due Diligence Checking)³

The BDC also encourages the relevant licence holders to subscribe to the DBS Update Service. Licence holders who subscribe to the DBS Update Service will not be required to obtain new DBS checks for as long as they maintain their subscription to the DBS Update Service.

² Role profile of the Designated Safeguarding Officer can be read at Appendix 3

³ The process for obtaining a DBS check is contained at Appendix 4

Licence holders working with adults at risk require an enhanced DBS check including checks of both the children's and adults' barred lists.

(Note - Anyone who holds and provides proof of DBS clearance which has been made through their own teaching organisation will not be required to undertake a further check as a BDC licence holder).

In the event that something happens that would change a licence holders DBS status we require that information is provided to us immediately.

Members in England and Wales are required to obtain an enhanced DBS disclosure with relevant barred list check. Members in Scotland are required to obtain a Disclosure Scotland check. Members in Northern Ireland are required to obtain an Access NI check. Members outside of the UK are required to obtain the police/criminal check that is the nearest equivalent in their country to the DBS check <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicant's>

If a member does not teach children or adults at risk and wishes to be exempted from obtaining an enhanced DBS check with inclusion of adults' and children's barred list checks, they should notify the BDC when applying for a licence, providing evidence of why.

The following BDC License holder categories may not be required to maintain an enhanced DBS check unless undertaking a regulated activity:

- Competitors
- Scrutineers

However, licence holders within these categories who are on a pathway to moving into Regulated Activity (e.g. studying to become a Dance Teacher) are asked to obtain an enhanced DBS certificate in relation to the role they are working towards.

Possession of a certificate is proof of neither identity nor suitability for a role, and we reserve the right, upon receipt of a DBS disclosure, to perform the same ID checks that we would for a new licence application.

Licence holders who would like to be considered for an exception on the basis that they do not, and never will teach children and young people, or adults at risk, should contact the DSO for clarification.⁴

6.3 Recruitment

The BDC adopts Safer Recruitment practices. This means that the BDC always:

- seeks references for all staff, contractors and volunteers wherever practicable.
- checks that staff and contractors are eligible to work in the UK where applicable.
- conducts DBS checks through Due Diligence Checking – basic for directors, leadership team

⁴ Information about the BDC's Vetting Scheme in association with DDC can be found at Appendix 4

and staff having infrequent direct contact with young people who are not carrying out regulated activity.

At BDC organised or regulated events, only those working directly with children or adults at risk are required to have a check. Any others working in an official capacity at the event, who do not meet the requirements of a DBS check should never be alone with a child or young person at a BDC event. The BDC retains the right to impose sanctions, including suspending or revoking licences should a licence holder choose not to obtain an enhanced DBS check.

6.4 Training

The BDC is committed to on-going safeguarding training and development opportunities for all its staff, corporate members and licence holders developing a culture of awareness of safeguarding issues to help protect everyone. All staff, and licence holders are offered a training opportunity (discounted) through the NSPCC (that will include preventative training) and undertake recognised safeguarding training in person, or online. The training alerts participants to recognise any signs of various harms and abuses, including trafficking and human slavery.

The BDC will encourage all licence holders to attend such training as is necessary to ensure that they remain compliant with current legislation and good practice.

6.5 Partnerships

The BDC will work with all its corporate members and external agencies to prevent any child, young person or vulnerable adult suffering abuse. The BDC has supplied a copy of this safeguarding policy to its corporate members and requested sight of their own safeguarding policies. The compliance of our corporate members own safeguarding policies and processes remain the responsibility of each corporate member, however, should the member body not hold a policy the BDC reserves the right to consider their suitability for ongoing membership of the BDC.

The BDC will also raise awareness of its own policies and code of conduct for members, with external agencies such as LADO and law enforcement wherever possible, and will use its regulatory powers when appropriate to assist investigations where reported concerns have not been made directly to the BDC.

7. Safeguarding and reporting – the BDC’s approach

When there are concerns of abuse or neglect of an individual or of groups of people, it is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or to seek advice from agencies such as the NSPCC, Safer Dance, or the Ann Craft Trust. The BDC expects that its corporate members, licence holders, volunteers and specialist contractors will follow the procedures set out in the previous sections 1-6.

If however, the individual with the concern feels that the BDC’s DSO has not responded appropriately, or where they have a disagreement with the DSO as to the appropriateness of a referral, they are free to use the BDC’s complaints procedure or to contact an outside agency direct. The BDC aims, by making this statement, to demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable. Concerns may also be raised through the BDC’s Whistleblowing Policy.

The role of the DSO is to collate and clarify the precise details of the allegation or suspicion and to refer the information appropriately including, where necessary, to pass this information on to statutory agencies who have a legal duty to investigate. When the reported concern does not meet a threshold for further investigation by statutory agencies, the BDC will consider what regulatory action if any may be appropriate in line with the BDC's policies. This can include:

1. No further action,
2. Temporary suspension of licences.
3. Safeguarding training to be undertaken,
4. Conditions placed on their licence and/or practises
5. A complete revocation of a licence.

The DSO will only inform its corporate members of a concern reported directly to the BDC, when there is a legal requirement to do so. Information sharing between corporate members is dealt with in greater detail in paragraph 8 of this policy 'Reporting'.

7.1 Children - Safeguarding. Consent and information sharing with investigation agencies

Issues of consent are essential to effective safeguarding practice and appropriate guidance should be provided to ensure those consenting have clear and transparent information on what they are consenting to. This guidance must be provided by the BDC's Designated Safeguarding Officer before concerns are shared. In the event that the BDC's DSO makes a referral to Children's Social Care, parents or carers will be informed the BDC is doing so, including the reasons why, and will be asked for agreement to share information.

It should be noted, however, that in cases where parents, carers or children do not agree to information being shared and we believe a child or young person has or could experience significant harm, we will refer to Children's Social Care without consent but will explain clearly to social care why consent could not be established and will keep a record of this.

Instances where the BDC may not seek consent are where:

- Discussion with parents/ carers could place the child or other members of their family at increased risk of harm. "Harm" is the "ill treatment or the impairment of the health or development of the child. Harm can be determined "significant" by "comparing a child's health and development with what might be reasonably expected of a similar child"." (Section 31, Children Act 1989; Article 2, Children (Northern Ireland) Order 1995; Scottish Government, 2021).
- The child is in immediate danger (e.g., requires medical attention).
- Having the discussion with parents may put a staff member/corporate member/license holder volunteer or contractor at risk.

It is often necessary to share information to provide support and prevent impairment or to protect a child from harm. Decisions to share information will be appropriate, necessary and proportionate. The BDC will record all decisions and the reasons for them, whether or not the concern is shared onwards. Where concerns are shared with social care / the police, a record will also be kept of what was shared and who it was shared with.

Child protection is part of safeguarding children and promoting welfare. It refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

This is about abuse and maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or by others (for example over the internet.) They may be abused by an adult or adults or another child or children. Abuse may be physical, emotional, sexual, neglectful, online or multiple types of abuse.

All directors, volunteers and specialist contractors should be able to recognise, and know how to act upon evidence that a child's health or development is being impaired or that the child is suffering or likely to suffer significant harm. All concern about harm must be recorded and shared with the DSO. No one should assume that another will pass on information about the safety of a child.

7.2 Adults at risk. Safeguarding: Consent and information sharing with investigation agencies

Issues of consent are essential to effective safeguarding practice. Additional consent must be sought for any activity that is outside of the usual parameters of our work and appropriate organisational guidance shall be provided to ensure those consenting have clear and transparent information on what they are consenting to.

Before making a referral to adult social care, consent must be sought. The adult safeguarding process is a consent-based process and support cannot be provided for an individual who doesn't want it. Conversations about consent must be recorded.

Consent need not be sought, however, and action should be taken, where:

- There is immediate risk to that individual or others, often known as a public protection issue.
- Asking for consent is at that time unsafe.
- The individual lacks the mental capacity to consent therefore you do so on their behalf.

Any information shared will be relevant, necessary and proportionate.

The Mental Capacity Act 2005 is a legal framework which protects people who may lack capacity to make decisions themselves. The presumption is that adults have mental capacity to make informed choices about their safety and how they live their lives. Mental Capacity and a person's ability to give informed consent are at the heart of decisions and actions taken under this procedure.

A person's ability to make a decision may be affected by duress and undue influence. Adults with capacity would normally make their own informed decision as to whether they consented to be involved in the adult safeguarding process. If it is reasonably believed that the decision is being made because of threats or coercion expert advice should be sought.

Seeking medical attention: If anyone has a physical injury, and there are concerns of abuse, medical attention should be sought immediately. Any safeguarding concerns should be shared with ambulance or hospital staff and then must be reported to adult social care. Nothing should be allowed to delay urgent medical treatment.

8. Reporting⁵

Under no circumstances should a director, member of staff, contractor or volunteer carry out their own investigation into an allegation or suspicion of abuse of a child. If anyone in any position has concerns about a child's welfare and believe they are suffering or are likely to suffer significant harm they should follow procedures as below:

If the person is in receipt of allegations or suspicions of abuse or neglect which may have been perpetrated in the child's home setting or other setting away from the dance sector, they should report the concerns as soon as possible to the local children's social services department for the alleged victim's home address. If unsure what to do, they should contact the DSO or other named person with responsibility for safeguarding at the BDC and seek advice. Further advice can be obtained from the National Society for the Prevention of Cruelty to Children (NSPCC), and from the Ann Craft Trust.

8.1 Sharing reported concerns to dance associations or other corporate members.

The British Dance Council consists of corporate members who represent various teacher organisations, promoters, professional dance bodies and amateur organisations. All corporate members of the BDC must have a named person with responsibility for safeguarding who will be tasked with keeping up to date with regulatory requirements and best practice. The named person will normally be referred to as the Designated Safeguarding Lead.

If any BDC Director is in receipt of allegations or suspicions of abuse or neglect which may have been perpetrated by a dance teacher of a corporate member, they should report the concerns as soon as possible to the BDC's DSO, either by calling them directly or by email to safeguarding-officer@britishdancecouncil.com (please mark the email for urgent attention).

Alternatively they may wish to report their concerns to their own member body's DSL.

If the allegation or suspicion of abuse constitutes a potential criminal offence, the police should be contacted in the first instance. If unsure, advice should be obtained from the BDC's DSO or from an agency such as the NSPCC. If for any reason further advice cannot be obtained within 24 hours of receipt of the allegation or suspicion of a criminal offence having been committed, the police should be contacted.

Because the dance sector as a whole has no single governing body and is made up of many different teacher associations and corporate members, on receipt of a safeguarding concern, the BDC will always seek to establish who is 'best placed' to continue with preliminary enquires and liaise with the relevant outside agencies, such as LADO or the Police.

When a concern is reported directly to the BDC which relates to dance teachers (who are members of teacher organisations), and the alleged abuse has happened in a teaching environment, we will always follow statutory reporting guidelines and then facilitate contact between the teacher organisations DSL and the relevant outside agency.

The BDC will always seek to ensure our licence holders adhere to the BDC's safeguarding policy as well as that of their own teacher organisation. If the teacher organisation or other corporate member chooses not to share information with us or makes an assessment they are unable to do so, the BDC cannot be expected to take any regulatory measures.

⁵ A simple reporting flowchart is at Appendix 5

The BDC will always work cooperatively with its corporate members to ensure the best possible outcomes. Information sharing will only be done on a lawful basis and in accordance with the information sharing guidance produced by 'Safer Dance', produced following consultation with corporate members CEO's and the National Chair of the LADO network.

<https://www.dsswg.org.uk/resources>

The BDC will only share information directly reported to us with corporate members who have safeguarding policies in place and a suitably experienced nominated person to deal with safeguarding concerns. This is to ensure the confidentiality of the report is maintained and dealt with in line with the Information Commissioners guidance:

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-sharing/a-10-step-guide-to-sharing-information-to-safeguard-children/>

The BDC will however always seek to ensure a suitable 'form of words' is disseminated to those with a need to know when we are taking any regulatory action following a concern being reported.

Upon receipt of a concern:

- The DSO should contact the appropriate agency or they may first ring the helpline of NSPCC, or the Ann Craft Trust for advice. They should contact LADO in the area where the child lives.
- An assessment will be made by the DSO in terms of which member body is best placed to continue with enquiries. The DSO will be responsible for ensuring there is effective initial communication between LADO and corporate members by providing contact information of the corporate members DSL/Deputy DSL. In all instances this will be done as soon as practicable and with ongoing risk foremost in the decision-making process.
- The DSO may need to inform others depending on the circumstances and/or nature of the concern, e.g., Designated Officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker, specialist contractor or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place. Whilst allegations or suspicions of abuse will normally be reported to the DSO, the absence of the DSO should not delay referral to Social Services or the Police, or taking advice from the NSPCC or the Ann Craft Trust
- The BDC will support the DSO in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- The sharing of information will be in writing and clearly marked as '*confidential - no further dissemination without the permission of the originator.*'
- The DSO will assume responsibility as a single point of contact within the BDC for liaising with outside agencies and other corporate members DSL's unless there is a specific reason for not doing so e.g. the outside agency or member body feels their enquiries need to be made with another person from within the organisation. On the rare occasions when this happens, unless there is a conflict of interest, the DSO will be made aware of updates and developments to ensure a thorough written record is kept.

9. Records, retention and Storage

The DSO is responsible for recording concerns and the storage of information. Each referral or concern will have a unique reference number and a separate record kept of it so that it is easily distinguishable from other reported concerns.

Unless it is not possible to do so, all concerns will be recorded electronically.

The index of concerns and all other documents created in the reporting and enquiries process will be stored electronically at the headquarters of the BDC and will be encrypted to ensure the confidentiality of the concern is protected. Only the DSO and the office secretary will have access to the information and a record keeping process is in place for resilience and continuity should either leave their role.

We will follow data protection legislation, General Data Protection Regulation (GDPR) May 2018, that records containing personal information are:

- adequate, relevant and not excessive for the purposes for which they are held
- accurate and up to date
- only kept for as long as is necessary

If the reported concern relates to a child's behaviour:

- In England Scotland and Wales the record of the concern will be kept until the child reaches 25 years of age.
- In Northern Ireland the record of the concern will be kept until the child reaches 30 years of age.

If the reported concern relates to an adult's behaviour:

If an adult has:

- behaved in a way that has harmed, or may have harmed, a child;
- committed a criminal offence against, or related to, a child;
- behaved in a way that indicated they are unsuitable to work with young people.

A clear and comprehensive record will be made of all allegations made against adults working or volunteering with children, including:

- what the allegations were;
- how the allegations were followed up;
- how things were resolved;
- any action taken;
- decisions reached about the person's suitability to work with children.

If concerns have been raised about an adult's behaviour around children, records are to be kept on file until they reach the age of 65 or for 10 years, whichever is the longer.

Keeping these records will enable the BDC to provide accurate information if we are ever asked for it.

Records are to be kept for the same amount of time regardless of whether the allegations were unfounded. However, if the allegations are found to be malicious the records are to be destroyed immediately.

At the conclusion of enquiries, the reported concern will be graded based on all the information that has come to light.

1. Proven – sufficient information resulted in the reported concerns being proven (either in full or in part - eg: person convicted of a criminal offence or if not prosecuted an admission was made in respect of the allegation made whether the abuse was intended or not).
2. Unsubstantiated – not believed to be malicious, but there is insufficient evidence available to prove or disprove the allegation that was made.
3. Malicious – an intentional wrongdoing by the person who is responsible for reporting the concern.

In cases 1 and 2 above, the BDC will carefully consider whether any regulatory action is appropriate. In the third case the BDC will inform the person against whom the allegation is made and provide reasons why it was assessed as a malicious complaint.

10. British Dance Council events (or those held under a licence issued by the BDC) involving children and young people

All events run under licence of the BDC will have a code of conduct in place for anyone associated with the event. The 'Code of Conduct' applies to all our licence holders; competitors, adjudicators, scrutineers, photographers, event promoters/organisers or anyone employed by promoters/organisers in an official capacity at a competition or event.

It is in line with our protective ethos and helps us to protect children, young people and adults at risk from abuse. It has been informed by the views of children and young people. Event organisers are responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of conduct, and that they understand there will be consequences for inappropriate behaviour.

Event organisers and anyone acting in an official capacity on behalf of the event will adhere to:

- Prioritising the welfare of children, young people and adults at risk.
- Providing a safe environment for children, young people and adults at risk.
- Having a good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following BDC's principles, policies and procedures.
- Staying within the law at all times.
- Modelling good behaviour for children and young people to follow.
- Challenging all inappropriate behaviour and reporting any breaches of the code of conduct to the event organiser or the DSL.
- Reporting all concerns about abusive behaviour, in line with the BDC safeguarding and child protection policy. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young people

Everyone will:

- Listen to, and respect children at all times.
- Respect a young person's right to personal privacy as far as possible.

Diversity and inclusion

Everyone will:

- Treat children, young people and adults at risk fairly and without prejudice or discrimination.
- Understand that children, young people and adults at risk are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the event.
- Challenge discrimination and prejudices.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships.

Everyone will:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid showing favouritism.
- Be patient with others and exercise caution if you are discussing sensitive issues with children or young people.
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in.
- Ensure that whenever possible, there is more than one adult present during interaction with children and young people.
- If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults.
- If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate Behaviour

When working with children and young people, no-one must:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships with children and young people.
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures too, or in front of children and young people.

It is the responsibility of the event promoter and organiser to ensure adequate policies are in place at an organised event and that they are adhered to at all times.

11. Media

Photography and sharing images:

The British Dance Council understands that online abuse is now one of the most prevalent forms of abuse affecting children and young people. Online abuse often starts with the sharing of images on social media platforms where children are groomed by online predators.

In order to protect children and young people from online harm we require promoters and event organisers to include 'photography and the sharing of images' in their safeguarding policy for events⁶.

The BDC will also require photographers who hold a BDC licence to act in the best interest of children and young people at all times. They must not share images on social media platforms where the child could be easily identified by others. In addition, they must always adhere to the wishes of the parent/guardian or carer of the child/young person at all times in terms of consent. If a parent does not wish their child to be photographed, then they will inform the licensed photographer or the event organiser of that fact before the commencement of the event.

The conditions of the media policy will also apply to BDC licensed competitors, dance teachers (whether members of BDC corporate bodies or not), spectators and any other type of attendee present at an event.

Whilst the BDC recognises that the opinions of parents are hugely important and they want to capture memories of special events in their children's lives, our media policy ensures the views of the child and protecting children are uppermost. We will always support promoters in ensuring the policy is adhered to and likewise parents or guardians if they feel promoters or organisers are failing to enforce it.

12. Breaches of this Policy and Procedure

The BDC's Corporate Member Agreement / Professional Code of Conduct requires BDC members to comply with all published policies of the BDC. Any corporate member or licence holder in breach of this policy and procedure may be subject to the Malpractice and/or Disciplinary process detailed in the Rules and Standing Orders and accompanying policies and procedures.

13. Reporting to The BDC's Board of Directors

All safeguarding issues are reported to the BDC's Board of Directors at the next board of directors meeting by the chair of the safeguarding committee. Serious incidents are reported within a week of their being reported to the BDC's DSO and are reviewed by the Safeguarding Committee on a bi-monthly basis. If covered by the BDC's insurance policy, they are reported immediately to our insurer.

The DSO /the Council's safeguarding committee will also meet periodically to review concerns, developments and other matters related to safeguarding, and to make arrangements for any learning from such matters to be incorporated into policy and procedure and/or otherwise shared with colleagues and members as appropriate and relevant.

⁶ An example of a promoter or event organisers policy is contained at appendix 6 - section 4 of the policy refers.

14. Referral to the DBS Barring Lists

The BDC takes its duty to refer seriously. If a person's licence of the BDC is revoked following a disciplinary investigation into allegations of abuse or neglect, we will exercise our duty to refer the person to the DBS for them to review. We also reserve the right to report to the DBS any suspicions or accusations made against members which are drawn to our attention.

Adoption of this policy and procedure

This policy and procedure was agreed by the Council and will be reviewed after any serious incident or annually (in April).

Signed by:

Position:

Date:

A copy of this policy is published on the BDC's website <https://www.britishdancecouncil.com>

List of Appendices

- Appendix 1: Corporate members of the British Dance Council
Appendix 2: Organisation structure of the British Dance Council.
Appendix 3: Role profile of Designated Safeguarding Officer.
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Appendix 6: Policy example for corporate members who are promoters or event organisers.
Appendix 7: Useful links and resources.

Appendix 1. The Corporate Members of the British Dance Council

Teacher Organisations:

Allied Dancing Association (ADA)
Associated Board of Dance (ABD)
British Association of Teachers of Dancing (BATD)
International Dance Teachers Association (IDTA)
Imperial Society of Teachers of Dancing (ISTD)
National Association of Teachers of Dancing (NATD)
Northern Counties Dance Teachers Association (NCDTA)
Scottish Dance Teachers Alliance (SDTA)
United Kingdom Alliance Ltd (UKA)
Welsh Alliance of Professional Teachers of Dancing (WAPTD)(non-examining body)

Professional Dance Organisations

Association of Dance & Freestyle Professionals (ADFP)
Ballroom Dancers Federation (BDF)
British Competitors Dancesport Corporation (BCDC)
Dance Promoters Association (DPA)

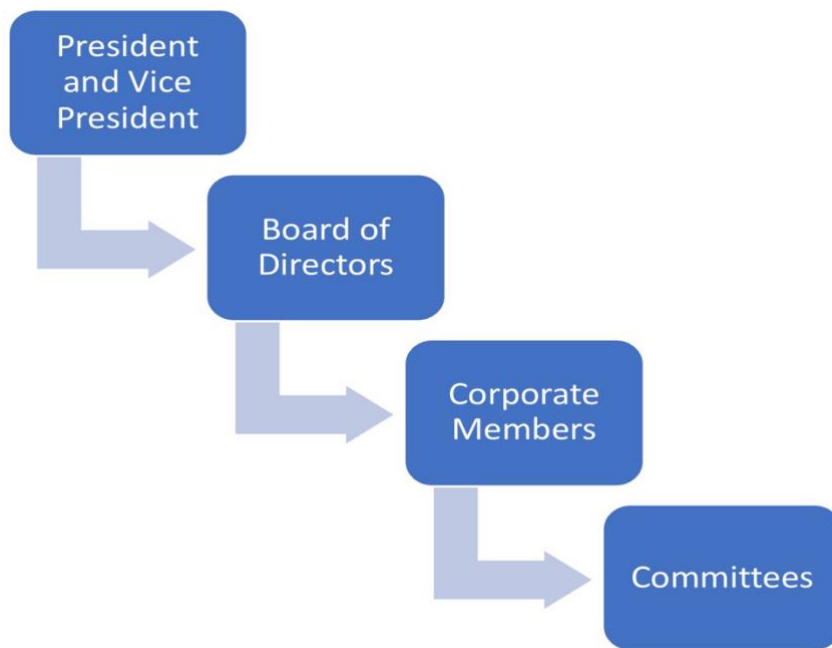
Public Companies

Blackpool Entertainment Company Limited

Amateur Organisations

Dancesport Scotland (DS)
Dancesport Wales (DSW) (Previously WADSA)
English Amateur Dancesport Association (EADA)

Appendix 2. Organisational Structure of the British Dance Council



Corporate Members:

Teacher Organisations, Professional Dance Organisations, Public Companies, Amateur Organisations.

Committees:

Teachers Committee, Equity Diversity and Inclusivity Committee, Freestyle Committee, Sequence Sequence Advisory Committee, Emergency Executive Decisions Committee, International Professional Affairs Committee, Finance and General Purposes Committee, Competitions and Championships Committee, Freestyle Rules Committee, Rules Committee, Public Relations Committee, Safeguarding Committee, Future Development Committee, Pro-Am Student Teacher Committee.

Appendix 3: Role profile of the Designated Safeguarding Officer

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the British Dance Council.

To promote the safety and welfare of children and young people involved in the British Dance Council's licensed activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing the British Dance Councils safeguarding and child protection policies and procedures.
2. Take a lead role in implementing the British Dance Councils safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in the British Dance Councils licensed activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at the British Dance Council, including the board of directors and committee members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities licensed by the British Dance Council and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in the British Dance Councils activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved or licensed with the British Dance Council may present a risk to children or young people. This includes:
 - a. assessing and clarifying the information
 - b. making referrals to statutory organisations as appropriate.
 - c. consulting with and informing the relevant members of the organisation's management
 - d. following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - a. the local authority child protection services
 - b. the police.This includes making formal referrals to agencies when necessary.
8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.
9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.

10. Work closely with the safeguarding committee/board of directors to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
11. Report regularly to the safeguarding committee/board of directors on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
12. Be familiar with and work within inter-agency child protection procedures developed by the local and national child protection agencies.
13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
14. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at the British Dance Council and their licensed activities.
15. Attend committee meetings, supervision sessions and management meetings as arranged.
16. Work flexibly as may be required and carry out any other reasonable duties.
17. Attend events licensed by the British Dance Council to act as a designated safeguarding lead as and when required to do so by the Board of Directors.

Appendix 4 Information about the BDC's vetting scheme.

The BDC provides a DBS checking service through DDC Limited. DDC are a pre-employment screening specialist, registered as an Umbrella Body with the Disclosure and Barring Service, Disclosure Scotland and Access Northern Ireland. The facility is available for all Directors, members of corporate members of the BDC, licence holders' staff and contractors providing they meet the criteria for a DBS check.

To obtain a DBS check:

- E mail the office secretary@britishdancecouncil.com
- Provide your BDC member number, your name, date of birth and home address to the secretary.
- We will then contact the checking providers with your details, and they will contact you directly by e mail with a list of requirements to obtain clearance.
- The BDC will not hold or retain any of the personal information you supply to the checking providers DDC.
- The process is online and the BDC will only assist if there are any complications with your application.
- You are able to read more about the process using the following link:

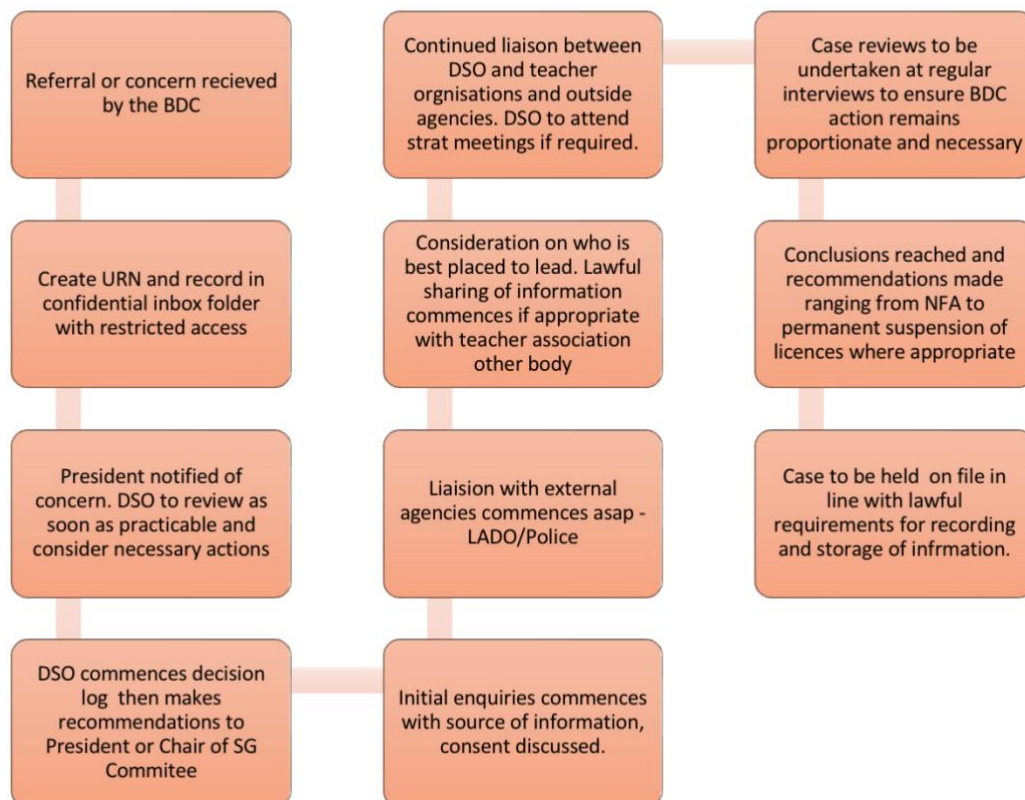
<https://www.ddc.uk.net/help-advice/guidance-for-applicants/>

Appendix 5: Process map, dealing with disclosures about a child or young person.

Where a disclosure is made, or a concern is raised at the BDC from whatever source the BDC will adopt the below process.

Throughout this process the DSO will be responsible for keeping the person who raised the concern aware of progress and developments unless instructed not to do so by an investigating authority. Information will only be shared when there is a lawful basis for doing so and in line with paragraph 8.1 pages 11&12 of this policy.

PROCESS MAP FOR REPORTED CONCERNS



Appendix 6. Policy example for corporate members who are promoters or event organisers.

XXXXXXXXXX SAFEGUARDING POLICY STATEMENT

Our aims are to encourage, promote and develop all aspects of dance in a professional and competitive way using qualified adjudicators. Our objective is to create an awareness of the joy of dance and to stimulate the wider public's interest in talent.

The organisers of XXXXXXXX are committed to ensuring a safe environment for children, young people and at-risk adults, and we believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of everyone at our event, through our commitment to understanding best practice and working towards a protective ethos.

To this end we have developed policies which define safe practice for our event. These policies relate to children under the age of 18 years and those deemed to be adults at risk of any age. We require; parents/guardians/carers and or/teachers to take responsibility for children who are in their care under 18yrs of age at all times whilst present at the event. We also ask carers to take responsibility for adults at risk where appropriate.

We recognise that:

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential to achieving good outcomes.

The purpose of our safeguarding policies:

- To provide protection for the children and young people who participate in our event, including the children who are not competitors but are also present.
- To provide staff and volunteers with guidance and training on how they should respond in the event they suspect a child or young person may be experiencing or be at risk of harm.
- To articulate to staff and attendees how to engage in supporting a safe event.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting safeguarding guidelines ensuring our staff and volunteers know what safeguarding practice is and feel confident of implementing it.
- Recruiting staff and volunteers responsibly, ensuring all necessary checks are made.
- Sharing information about safeguarding and providing appropriate training to staff and volunteers.
- On a 'need to know' basis sharing relevant information about concerns with agencies, and involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision and support.
- Keeping safeguarding up to date and relevant.

We will work with safeguarding experts and advisers (such as 'Safer Dance') to ensure our policies and procedures are practical, positive and relevant to our community.

The XXXXXXXX organisers will review our policies each year (or more often in light of any changes in legislation or guidance).

Our policies have been developed in accordance with the principles established by The Protection of Children Act 1999, the Children Acts 1989 and 2004, the Childcare Act 2006, The Rehabilitation of Offenders Act 1974, The Police Act 1997, The Human Rights Act 1998, The Criminal Justice and Court Service Act 2000, The General Data Protection Regulation 2018, and in line with 'Working Together to Safeguard Children' 2018 and 'Working Together – Safer Working Practice 2022'.

Our policies apply to our event organisers, paid staff, adjudicators, volunteers or anyone working on behalf of the event in an official capacity or anyone participating in the event.

Our Events Safeguarding Policy.

1. The event environment and the building.
2. Managing allegations and recording of concerns.
3. Safer recruitment.
4. Photography and digital media recording.
5. Changing areas.
6. Bullying.
7. Whistleblowing.
8. A 'Code of Conduct'

1 The Events Environment and the Building.

The event takes place at XXXXXX Health and safety regulations are the responsibility of the building's owners/managers and their Insurer's. Event personnel are responsible for monitoring, implementing, maintaining, and abiding by Health and Safety provisions. Where issues are identified event staff will bring these to the attention of the relevant building managers.

Public, changing and practice areas are not supervised by event personnel however they will circulate through these areas regularly during the event and will highlight to the Dedicated Safeguarding Lead (DSL) and/or organisers any concerns they may have.

The main changing rooms are separate for competitors identifying as male or female. However, the event organisers recognise that gender identity may not be binary, and that parents may have children of a different gender, and this could present concerns or potential issues. Therefore, the event organisers may be approached on the day for assistance accommodating alternative arrangements and they will be pleased to assist.

Mobile phones, camera phones, digital recording and photography are STRICTLY PROHIBITED in private areas of the event such as changing rooms, backstage areas etc.

2. Managing Allegations and recording of concerns.

We recognise that all matters relating to child protection are confidential and therefore the DSL or other event personnel will only disclose information about a child on a 'need to know basis'. However, we also recognise our responsibility to share information with other agencies as appropriate.

Any person who notices any signs or symptoms of possible abuse, or who has any other safeguarding concern (however apparently minor), should report this ASAP and ask to speak with the DSL. You may approach any official member of the event team or the reception desk and request to speak with the DSL.

Anyone receiving a disclosure of abuse from a child, young person or adult at risk, should deal with that person appropriately by:

- Giving them time and space as appropriate in that moment.
- Listening carefully to what is said and ask only open questions such as 'tell me what happened.'
- Making notes during the conversation using the child's words as far as possible.
- Ensuring a formal 'cause for concern' form is completed (supplied by the organisers, with body map if needed), immediately following the disclosure, and before they go on to do anything else. A copy will then be provided to the DSL.
- Ensuring notes made are timed, dated and signed, with name printed alongside the signature.
- Making the DSL aware who is responsible for follow up actions.
- Taking appropriate action or call for appropriate support.
- Ensuring they do not leave that child with matters unresolved or without referring the disclosure to an appropriate person.
- If the alleged offender is a child in attendance at the event, that child's own safeguarding needs must also be considered.
- When a safeguarding concern involves the behaviour of someone working or looking after children on the premises, whether the allegations relate to harm or abuse committed on the premises or elsewhere, appropriate action will be taken in line with guidance received from the DSL.

It is usually good practice to discuss reported concerns with the parents/carer first. However, this is to be avoided if it is believed that any of the following apply:

- Discussion with parents may put the child/an adult at greater risk of harm.
- Evidence may indicate sexual abuse (e.g. a clear disclosure).
- Evidence may indicate that a crime has been committed (e.g. an injury).
- Evidence of aggravating factors (domestic abuse, substance misuse or parental mental ill health – the toxic trio).
- In these circumstances the DSL will advise event personnel what information should be shared with the parents/carers, if any, at this stage.

3. Safer Recruitment Procedures

We are working towards a full safer recruitment process laid out in the guidelines for 'Working with Children in the UK'. It is very important to this organisation that all our adjudicators, scrutineers, photographers or anyone else who might come into contact with children are recruited in such a way that this organisation is sure, and can evidence, that they are fit and proper persons. This applies to our organisers or leaders of this event also. To this end:

- We will require all our employees and those employed in the running of our events (such as adjudicators, scrutineers, photographers etc.) to provide us with an enhanced DBS check and
- To register with the annual update service for DBS clearance.
- Wherever possible we will check two references for employees and those who will be working directly with children.
- We will ensure we have completed appropriate resume' checks.
- As part of our fit and proper person checks, we will require self-declarations as laid out in the safeguarding recommendations guidelines.
- For international employees, we will work with them to put in place their local country equivalents for fit and proper person checks.
- All our employees will have been made aware of their safeguarding obligations and our

policies.

- We will ensure our event personnel will be easily identifiable by their ID badges which they will display at all times during the event.
- We strongly advise parents to ensure their children are appropriately supervised and cared for at all times. In circumstances where parents/guardians/carers are not personally attending with their children, our policies require them to be satisfied that their children will be accompanied to the event and adequately supervised by responsible adults acting on their behalf. If a parent would like to discuss this please contact us.

4. Photography and Digital Media Recordings

- It is strictly prohibited to record videos or take picture images in the private areas of the event ie changing areas or backstage.
- Only the appointed professional photographers who have the prerequisite enhanced DBS checks are permitted to photograph or film competitors in the performance areas where consent has been provided.
- Our official photographers will be wearing easily identifying event I.D.badges.
- We will rely on the support of all attendees in adhering to our protective ethos as well as our policies to keep this event safe. If an attendee does not adhere to the policies or behaves in an unsafe manner we reserve the right to ask you to leave the event.
- Public Spaces: Photography by competitors/friends/family/teachers is permitted subject to mutual consent* and agreement of distribution.

*Mutual consent is an agreement between the individuals concerned (in this case between the photographer and the person being photographed) This maybe a verbal agreement and this is a private matter between the individuals and the event organisers are not involved.

- Public spaces are defined as; outside areas, the foyer, corridors or other practice areas that are not changing areas.
- The performance area is not classed as a public space and as such taking photographs or filming children in this area is not permitted by anyone other than official photographers.
- We ask that people taking photos act responsibly and with respect for the privacy of the individuals being photographed. If you are photographing children, please speak to the parents however, if you receive consent from a parent but not the child, you should respect the wishes of the child.
- Prior to images being captured a clear understanding of how those images are intended to be used or distributed must be in place.

5. Changing areas (Communal)

Changing rooms are single gender communal areas, we provide the following segregated changing facilities;

- Male, female, adult, and family (one in one out). This is in line with current safeguarding guidelines so as to not discriminate against parents/legal guardians/carers/teachers of differing genders to that of the child they are responsible for during the event.
- There will be parents and other responsible adults present across all changing room facilities who have not been enhanced DBS checked for work with children. Therefore, all responsible adults should ensure their children are cared for appropriately and their behaviour sets a good example.
- Parents/legal guardians/carers/teachers must be aware that at times event organisers or others nominated by them, may be present in the changing rooms to promote good

safeguarding practice. These people will be easily identifiable by a event badge and you may approach them if you have any concerns.

- Taking photographs or videos is STRICTLY PROHIBITED in the changing room areas.
- No competitors are allowed to change in a public area under any circumstances whether their legal guardian has allowed this or not. Anyone doing so will be approached and asked to go to the appropriate official changing areas. If they refuse, event staff may take further action as deemed necessary in line with our safeguarding policies.
- The removal of some outer clothing such as jackets or tops, normally worn over another garment, is allowed as by definition this is not considered 'changing'.

6. Anti bullying.

We take bullying very seriously. It is detrimental to the wellbeing of everyone involved and is directly contrary to our protective ethos. Bullying may be in the form of physical, emotional or cyber bullying and may be very subtle. Bullying is also an abuse of power where one person can seek to intimidate another. Please remember that:

- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.
- The organisers of the event will do all we can to prevent children, young people and adults at risk being subjected to any form of bullying, whether that be physical, emotional or cyber bullying.

We are committed to prevent bullying through:

- Developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities.
- Where an allegation of bullying is made, we will take this seriously and follow our safeguarding processes including getting advice from external agencies as needed.
- Bullying can happen between peers as well as between children and adults or between adults wherever there is a misuse of a relationship power dynamic.

7. Whistleblowing.

Raising a concern about a colleague or any other member of our organisation is termed as 'whistleblowing'.

As an organisation committed to living our protected ethos, every member of our events team should feel they are able to raise a concern about anyone else in the organisation. All our team, should they feel it necessary to raise a concern, can have confidence they will be listened to with respect and taken seriously, and supported throughout the process. If an allegation is made against a member of our team that person should feel they also will be respected and supported through the process.

Whistleblowing concerns should be raised with the DSL in the first instance. Should anyone have concerns about the DSL, this should be raised with the person who is in charge of organising the event. To raise a concern consider the following:

- Whether you wish to raise this verbally or in writing in the first instance.
- Provide as much factual information as possible.
- The timeliness of the concern.
- What you wish to see happen.
- When a whistleblowing complaint is raised the DSL will:
Consider very carefully the nature of the concern raised and may act in a number of ways appropriate to the concern at hand.
- This will include speaking to the person to whom the concern has been raised and may

- include a moderated discussion escalating the situation into a formal complaint/grievance.
- This could also result in a removal from role of one or more individuals.
- The DSL will ensure that all stages of the process will be recorded appropriately and if appropriate take advice from the local safeguarding board as needed.
- The confidentiality of the individuals involved will be maintained.
- No final decision will be made solely by the DSL who will always engage with the events organiser.

8. The 'Code of Conduct'

The 'Code of Conduct' applies to all our staff, volunteers, adjudicators or others employed in an official capacity at the event.

It is in line with our protective ethos and helps us to protect children, young people and at risk adults from abuse. It has been informed by the views of children and young people. Event organisers are responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of conduct, and that they understand there will be consequences for inappropriate behaviour.

Event organisers and anyone acting in an official capacity on behalf of the event will adhere to:

- Prioritising the welfare of children and young people.
- Providing a safe environment for children and young people.
- Having a good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies and procedures.
- Staying within the law at all times.
- Modelling good behaviour for children and young people to follow.
- Challenging all inappropriate behaviour and reporting any breaches of the code of conduct to the event organiser or the DSL.
- Reporting all concerns about abusive behaviour, in line with our safeguarding and child protection policy. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young people.

You should:

- Listen to, and respect children at all times.
- Respect a young person's right to personal privacy as far as possible.

Diversity and inclusion

You should:

- Treat children and young people fairly and without prejudice or discrimination.
- Understand that children and young people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the event.
- Challenge discrimination and prejudices.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships.

You should:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid showing favouritism.
- Be patient with others and exercise caution if you are discussing sensitive issues with children or young people.
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in.
- Ensure that whenever possible, there is more than one adult present during interaction with children and young people.
- If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults.
- If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate Behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships with children and young people.
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures too, or in front of children and young people.

Appendix 7 – Useful links and resources

Important information about safeguarding

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/nspcc-helpline/>

<https://www.anncrafttrust.org>

https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf

Helpful resources

<https://www.dsswg.org.uk/resources>

<https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement#skip-to-content>

Training and DBS

<https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport/>

<https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>